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County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

December 10, 2008

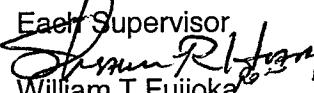
Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

To: Each Supervisor
From: 
William T Fujioka
Chief Executive Officer

STATUS REPORT OF CURRENT COUNTY REQUEST FOR PROPOSALS

On November 25, 2008, your Board instructed the Chief Executive Office (CEO) to report back with the current status of open Requests for Proposals (RFPs) with respect to the methodology for scoring the proposals. Consistent with this directive, this Office surveyed all County departments requesting the title of solicitation, release date, method of scoring, and current status. Attached are the results of our survey regarding open RFPs.

In summarizing the survey results:

- 33 of 40 departments have responded to the survey as of this date;
- 57 RFPs are pending from 16 departments;
- 44 of the RFPs indicate consensus scoring had been planned as the evaluating methodology (although, in most cases, the RFP did not specify this); and
- 12 of the RFPs indicate averaging/cumulative scoring as the planned methodology.

CEO will update the results of this survey after all replies have been received.

Your Board directed that consensus scoring not be utilized on any solicitations issued on or after November 21, 2008. Also, your Board determined that on each solicitation issued prior to November 21, 2008 that did not refer to the scoring method to be used and where scoring was not underway, consensus scoring shall not be utilized until a uniform and consistently applied contracting policy based upon the results of a comprehensive review of practices in other jurisdictions is approved by the Board. Accordingly, we will work with affected departments, County Counsel and Internal Services to examine those instances where it is timely to implement your Board's moratorium on use of consensus scoring, beyond those RFPs which have not been released.

Please let me know if you have any questions regarding this matter, or your staff may contact Martin Zimmerman at 213-974-1326 or mzimmerman@ceo.lacounty.gov.

WTF:ES:MKZ
JR:JH:pg

Attachment

c: All Department Heads

2008-12 - 12-10-08 Status Report of Current County Request for Proposals

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COUNTY OF LOS ANGELES REQUEST FOR PROPOSALS STATUS RESULTS

NAME OF SOLICITATION	SOLICITATION RELEASE DATE	METHOD OF SCORING/ INDICATED IN SOLICITATION (Yes/No)	STATUS
AUDITOR- CONTROLLER			
2008-09 Treasurer and Tax Collector Transient Occupancy Tax Financial Compliance Audit	11/12/2008	Averaging (No)	Proposals are due December 5, 2008.
BEACHES AND HARBORS			
Landscape Maintenance Services	6/17/2008	Averaging (Yes)	Evaluation in process.
Coastal Commission Consultant	3/18/2008	Averaging (Yes)	Board letter forwarded to CEO for review
CHIEF INFORMATION OFFICE			
Los Angeles County Activity and Recreation Reservations System (LACARRS) and Operations and Maintenance Services	9/8/2008	Consensus (Yes)	Proposals are being evaluated.
RFP for Enterprise Email Security Solution	5/23/2008	Consensus (No)	Consensus scoring completed. Waiting for final Proof of Concept reports, which will be integrated into the RFP "Vendor Evaluation and Selection Report".
Enterprise Content Management (ECM) Software	2/15/2007	Consensus (No)	Vendor selection and contract negotiations completed. Board Hearing date scheduled for 12/16/2008
Permit and Land Management System (PALMS) Feasibility and Requirements Study (FRS) Consulting Services	8/30/2007	Consensus (No)	Agreement with Selected Vendor (Woolpert) is ready for presentation for Board approval, pending briefings with the Board deputies.
Countywide Mass Notification System	8/6/2007	Consensus (Yes)	Agreement with Selected Vendor (Twenty First Century Communications) is targeted for Board consideration for 1/6/2009, pending briefings with Board deputies.

NAME OF SOLICITATION	SOLICITATION RELEASE DATE	METHOD OF SCORING/ INDICATED IN SOLICITATION (Yes/No)	STATUS
COMMUNITY AND SENIOR SERVICES			
WIA Adult/Dislocated Worker	October 17, 2008	Consensus (No)	Proposals are being evaluated.
Dispute Resolution Program	October 17, 2008	Averaging (Yes)	Proposals are due 12/22/08.
EXECUTIVE OFFICE, BOARD OF SUPERVISORS			
RFP Temporary Personnel Services	9/5/2008	Averaging (Yes)	Waiting for References to call back/Pending Evaluation of 2 nd Rater/Pending review of Proposer's Financial Solvency.
HEALTH SERVICES			
Laundry Services	7/18/2008	Consensus (No)	Scoring completed. Final evaluation committee meeting pending in next 2 weeks. When complete, will retain all notes, evaluation worksheets etc.
Non-Contracted Health Care Plan and Commercial Insurance Safety Net	8/19/2008	Consensus (No)	Scoring and final consensus completed. Recommendation for award pending. Will retain all notes, evaluation worksheets etc.
Managed Care Information System & Operations	5/27/2008	Consensus (No)	Proposal evaluations in process. Will complete evaluation process and will retain all notes, evaluation worksheets etc.
Out-of State Medicaid Billing and Out -of- Country Billing Services	11/19/2008	Consensus (No)	Proposals due 12/17/2008. Consensus scoring document had been prepared but will work with County Counsel to revise scoring document and methodology.
INTERNAL SERVICES			
Language Interpretation Services	9/17/2008	Consensus (No)	Scoring completed. Pending management approval of selected vendor.
MENTAL HEALTH			
Integrated Behavioral Health Information System	9/17/2008	Consensus (Yes)	Bidder's Conference held October 29, 2008, with approximately 30 vendors attending. Proposals due February 26, 2009.

NAME OF SOLICITATION	SOLICITATION RELEASE DATE	METHOD OF SCORING/ INDICATED IN SOLICITATION (Yes/No)	STATUS
PARKS AND RECREATION			
Whittier Narrows BMX Track Agreement- (Bicycle Motocross)	9/15/2008	Consensus (Yes)	Proposals evaluated; contract recommendations pending.
Landscape Maintenance Services Special Districts Zones: 44, 48	7/17/2008	Consensus (Yes)	Proposals evaluated; contract recommendations pending.
Landscape Maintenance Services Special Districts Zones: 26,33,65	7/17/2008	Consensus (Yes)	Proposals evaluated; contract recommendations pending.
Landscape Maintenance Services Special Districts Zones - 20,62,67	7/17/2008	Consensus (Yes)	Proposals evaluated; contract recommendations pending.
Tennis Concession Agreement- Cerritos Tennis	6/28/2008	Consensus (Yes)	Proposals evaluated; contract recommendations pending.
Tennis Concession Agreement- La Mirada Tennis	6/28/2008	Consensus (Yes)	Proposals evaluated; contract recommendations pending.
Tennis Concession Agreement – Arcadia Tennis	6/28/2008	Consensus (Yes)	Proposals evaluated; contract recommendations pending.
Tennis Concession Agreement – Whittier Narrows Tennis	6/28/2008	Consensus (Yes)	Proposals evaluated; contract recommendations pending.
PROBATION			
Canine Narcotics Detection	3/21/2008	Consensus (No)	Pending recommendation to the Board.
Temporary Clerical Services	8/15/2008	Consensus (No)	Pending evaluation
Food Services for Challenger Memorial Youth Center (CMYC)	8/15/2008	Consensus (No)	Pending evaluation
Employment Services to Probation Youth Under the Juvenile Justice Crime Prevention Act (JJCPA)	9/26/2008	Consensus (No)	Pending evaluation
Transcribing Services	10/31/2008	Consensus (No)	Proposals due 12/19/08
Probation Incident and Emergency Response System (PIERS)	11/21/2008	Consensus (No)	Proposals due 1/16/09

NAME OF SOLICITATION	SOLICITATION RELEASE DATE	METHOD OF SCORING/ INDICATED IN SOLICITATION (Yes/No)	STATUS
PUBLIC HEALTH			
Retrieval and Storage Confiscated Dental and/or Medical Equipment Services	10/9/2008	Averaging (No)	Checklist at County Counsel for review.
PUBLIC SOCIAL SERVICES			
Shuttle Bus Services	11/3/2008	Consensus (No)	Proposals are due by December 18, 2008 Scoring of Proposals are targeted to commence on January 8, 2009
LEADER Replacement System (LRS)	11/30/2008	Consensus (No)	Scoring complete and Vendor Selection Report in Process
PUBLIC WORKS			
Exclusive Franchise Agreement for the area of Hacienda Heights	5/8/2008	Consensus (No)	Filed with Board to award franchise agreement. Continued to Board meeting date of 12/02/2008. Proposals submitted on 08/06/08.
Exclusive Franchise Agreement for the area of Rancho Dominguez/West Rancho Dominguez/Rosewood	5/8/2008	Consensus (No)	Evaluation of proposals is complete. Board recommendation to award franchise Agreement will occur in near future. Proposals submitted on 08/06/2008.
Exclusive Franchise Agreement for the area of Ocean view/La Rambla/West Carson	5/8/2008	Consensus (No)	Evaluation of proposals is complete. Proposals submitted on 08/06/2008.
Exclusive Franchise Agreement for the area of El Camino Village/Del Aire/Wiseburn/Alondra Park	5/8/2008	Consensus (No)	Evaluation of proposals is complete. Proposals submitted on 08/06/2008.
Exclusive Franchise Agreement for the area of Pioneer/Carson Park	5/8/2008	Consensus (No)	Evaluation of proposals is complete. Proposals submitted on 08/06/08.
Avocado Heights, Bassett, West Valinda Shuttle Service	6/11/2008	Consensus (No)	Anticipated to be on 12/16/08 Board's meeting. Proposals submitted on 07/21/2008.
Video Distribution System for the Traffic Management System	12/19/2007	Consensus (No)	Evaluation of proposals is complete. Proposals submitted on 02/07/08. Preparing to recommend to the Board in early 2009.
Off-Site Records Storage Services	9/20/2007	Consensus (No)	Evaluation of proposals is complete. Proposals submitted on 3/17/2008
Advertising Bus Stop Shelters and Amenities Program	8/12/2008	Consensus (No)	Evaluation of proposals is complete. Proposals submitted on 10/6/2008

NAME OF SOLICITATION	SOLICITATION RELEASE DATE	METHOD OF SCORING/ INDICATED IN SOLICITATION (Yes/No)	STATUS
Illegally Dumped Materials and Disposal Services for East Los Angeles Area	6/18/2008	Consensus (No)	Evaluation of proposals is complete. Proposals submitted on 07/14/2008.
As-Needed Public Curbside Refuse Container and Collection Disposal Services for East Los Angeles	6/18/2008	Consensus (No)	Evaluation of proposals is complete. Proposals submitted on 07/14/2008.
Landscape Maintenance Services for Sewer Maintenance Division – Malibu Area	9/10/2008	Consensus (No)	Evaluation of proposals is complete. Proposals were due 10/8/2008.
Comprehensive Customer Information System (CIS) Solution	2/14/2008	Consensus (No)	Evaluation of proposals is complete. Anticipating finalizing a board letter for January Board meeting. Proposals were due 3/20/2008.
Landscape Maintenance for the Rio Hondo and San Gabriel Coastal Basin Spreading Grounds	7/7/2008	Consensus (No)	Evaluation of proposals is complete. Proposals were received on 8/04/2008
Landscape Maintenance Services - East Area	7/7/2008	Consensus (No)	Evaluation of proposals is complete. Proposal were received on 8/04/2008
Landscape Maintenance Services - West Areas	7/7/2008	Consensus (No)	Evaluation of proposals is complete. Proposals were received on 8/04/2008
New Fire Stations 128 and 132 (Design-Build)	9/8/2008	Cumulative/Ranking (Yes)	The pre-qualification process has been completed and firms have been short-listed. Pre-qualified, short-listed firms have been notified that they shall submit their Technical Proposals by 1/12/2009.
Harbor-UCLA Medical Center Surgery/Emergency Replacement Project (Design-Build)	8/20/2008	Cumulative/Ranking (Yes)	The pre-qualification process has been completed and firms have been short-listed. Pre-qualified, short-listed firms have been notified that they shall submit their Technical Proposals by 12/24/2008.
Bob Hope Patriotic Hall General Refurbishment Project (Design-Build)	9/29/2008	Cumulative/Ranking (Yes)	The pre-qualification process has been completed. The evaluation committee will be in the process of short-listing the firms.
Olive View Psych/Urgent Care Unit (Design-Build)	4/16/2008	Cumulative/Ranking (Yes)	The pre-qualification process has been completed and firms have been short-listed. The Request for Technical Proposals is waiting to be issued.

NAME OF SOLICITATION	SOLICITATION RELEASE DATE	METHOD OF SCORING/ INDICATED IN SOLICITATION (Yes/No)	STATUS
REGIONAL PLANNING			
Title Search and Investigation Services for Certificates of Compliance	9/11/2008	Averaging (Yes)	One proposal received. Evaluation has been completed. Reviewing contract with County Counsel
REGISTRAR-RECORDER/COUNTY CLERK			
Records Payment and Processing System and Related Services	3/20/2008	Averaging (Yes)	In final agreement negotiations with target Board filing in December for January 2009.
SHERIFF			
Automated Employee Scheduling System Software (AESS)	11/25/2008	Consensus (No)	Open

DEPARTMENTS WITH NO OPEN RFPS:

1. Animal Care and Control
2. Assessor
3. Chief Executive Office
4. Child Support Services
5. Children and Family services
6. Consumer Affairs
7. Coroner
8. County Police/ Office of Public Safety
9. County Counsel
10. Fire
11. Human Relations Commission
12. Museum of Art
13. Natural History Museum
14. Office of Affirmative Action Compliance
15. Public Defender
16. Public Library
17. Treasurer and Tax Collector

DEPARTMENTS WITH SURVEY RESPONSE PENDING:

1. Agricultural Commissioner Weights and Measures
2. Alternate Public Defender
3. Community Development Commission
4. Community and Senior Services
5. District Attorney
6. Human Resources
7. Military and Veteran Affairs
8. Ombudsman



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WILLIAM T FUJIOKA
Chief Executive Officer

January 14, 2009

To: Each Supervisor

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to be "W. T. Fujioka", is written over the printed name and title.

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

FINAL REPORT OF CURRENT COUNTY REQUEST FOR PROPOSALS; UPDATE ON SCORING POLICY, PROPOSITION A CONTRACT ANALYSIS, AND PROTEST POLICY

On November 25, 2008, pursuant to Board Order 39-A, your Board instructed the Chief Executive Office (CEO) to report back with the current status of open Request for Proposals (RFPs) with respect to the methodology for scoring the proposals. In addition, under the above-referenced Board Order and additionally, pursuant to Board Order 38 on December 2, 2008, your Board instructed our Office, with applicable departments, to respond to various mandates. In summary and as described in more detail below, your Board instructed us: (a) to develop a uniform proposal scoring policy; (b) to evaluate the release of Proposition A contract cost analysis once the RFP closes; (c) to recommend guidelines for review of certain amendments to Proposition A contracts; and (d) to recommend revisions to the Services Contract Solicitation Protest Policy. This memorandum provides the final report on the status of open RFPs and provides an update on these other Board directives.

Survey of Outstanding RFPs

On December 10, 2008, this Office provided your Board with the initial results of our survey and we indicated we would return to your Board with the final results of survey after all replies have been received. This correspondence serves as our final response. Please note the majority of departments with open RFPs indicated their intent to use the consensus method to evaluate their RFPs. However, we have confirmed that departments that had yet to begin the scoring process of their RFPs as of November 21, 2008, and had not indicated in their RFPs that consensus scoring would be the scoring method, have now switched from consensus scoring to an alternative method of scoring.

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Please note the following survey results:

- All departments responded to the survey with 22 departments indicating they do not have any open RFPs;
- Of the 18 departments with open RFPs, there are 62 RFPs underway;
- 47 (or 76 percent) of these open RFPs indicate consensus scoring had been the planned evaluating methodology and, in most cases, departments had already completed their scoring process for these RFPs before the moratorium on consensus scoring went into effect;
- For the six RFPs that had not yet been scored before the moratorium went into effect and did not indicate consensus scoring would be the utilized scoring method, all of these RFPs have been switched from consensus scoring to an alternative method of scoring; and
- 13 of the RFPs indicate averaging/cumulative scoring as the planned methodology.

More detailed information of the survey results can be obtained from Martin Zimmerman at (213) 974-1326 or mzimmerman@ceo.lacounty.gov.

Departments have been made aware of your directive that consensus scoring not be utilized on any solicitations issued on or after November 21, 2008. As part of your mandate, for solicitations issued prior to this date, that did not refer to the scoring method to be used and where scoring was not underway, consensus scoring shall not be utilized until a uniform and consistently applied contracting policy based upon the results of a comprehensive review of practices in other jurisdictions is approved by your Board.

Proposal Scoring Policy

In addition to the above, on November 25, 2008, pursuant to Board Order 39-A, your Board instructed the Director of Internal Services, County Counsel, and the Acting Auditor-Controller to:

- Jointly undertake a comprehensive review of contracting policies and practices in other jurisdictions, giving particular attention to the relative merits of the consensus vs. averaging scoring method; and
- Return to your Board within 60 days with findings and recommendations to develop a new, consistent and uniformly applied contracting policy for the County to adopt as the "best practice," provided that such policy incorporate provisions permanently prohibiting the destruction, and requiring the retention, of all scoring and evaluation materials.

Our Office, in collaboration with the named departments, formed a workgroup to respond to your Board's directive. We will require additional time in order to complete

our review and analysis and, as such, we will return to your Board on **March 3, 2009**, with our final recommendation for your consideration.

Proposition A Contract Cost Analysis and Guidelines for Review of Certain Proposition A Contract Amendments

Also on November 25, 2008, pursuant to Board Order 39-A, your Board instructed County Counsel to report back to the Board in 60 days on: a) whether or not the Proposition A analysis can be released once the RFP closes; and b) recommendations on establishing guidelines for an additional review of Proposition A contracts when departments are making substantive amendments, asking for additional compensation, or expanding the scope of the work.

Please note that at its December 18, 2008 meeting, the Audit Committee instructed the Acting Auditor-Controller to provide a summary of Proposition A contracts with dollar amounts by January 15, 2009. The Audit Committee will then use that information to reevaluate the policy previously approved by them requiring the Auditor-Controller to review only Proposition A contracts, renewals, and amendments of \$1 million dollars a year or more. In order to evaluate the results of that Audit Committee meeting prior to responding to this portion of Board Order 39-A, the previously noted workgroup will return to your Board on **March 3, 2009**, with our recommendations in response to your mandates regarding Proposition A contracts.

Protest Policy

Finally, on December 2, 2008, your Board instructed the CEO, in conjunction with the Director of Internal Services, County Counsel, and other affected departments, to review the Services Solicitation Protest Policy and make recommendations for changes to the Policy, including consideration of applying the Policy to all service contract solicitations, as well as solicitations for franchise agreements, and consideration of allowing the public time to review all proposals and for filing of protests prior to the contract recommendation being presented to your Board. As previously noted, we formed a workgroup to address your Board's mandates regarding County contracting practices and we plan to return to your Board on **March 3, 2009**, with our revised Protest Policy consistent with your directive.

Please let me know if you have any questions regarding this matter, or your staff may contact Martin Zimmerman at the previously noted contact information.

WTF:ES
MKZ:VLA:pg

c: All Department Heads